The Pupil Transportation (PI-1547), May 2014

The School Financial Services team is pleased to announce the opening of the recently renovated Pupil Transportation (PI-1547) Portal to collect ridership data for the 'Regular School' and/or 'Vocational Programs'. ***The Portal will open on May 12, 2014 and it will close on June 27, 2014.*** Each school district that provides free pupil transportation to their students from their residency to the school of attendance is encourage to submit the ridership data for the 2013-2014 school year.

To start the process, please proceed to the School Financial Services home page at **http://sfs.dpi.wi.gov/** and under **General Information** select the ninth (9) link **School Finance Reporting Portal**. Now select the first option **Log In to View or Submit Data**. In the box provided enter your "ID" and "Password".

You have reached the District's home page, the **Pupil Transportation (PI-1547)** Portal will be found under the **Non-Financial Data Home** in the right column. The PI-1547 Portal will collect the same data as in the past. This data will be used to determine the distribution of the allocated pupil transportation aid funds during the 2014-2015 school year. A few of the features will include:

- On the **Pupil Transportation** page, you will find several links that can assist you in learning about pupil transportation aid.
  - o Each district will have the ability to review nine (9) years of data, simply by selecting the specific school year.
  - o The link to an Excel worksheet remains available at the third bullet from the bottom of this page. This worksheet can be used to collect the ridership and calculate the district's transportation aid eligibility.
- After you select 2013-2014, you will advance to the login screen. If you are new to this report, see the **PI-1500 Contact** on the left-hand column for assistance.
- **Pupils Transported to Summer School** page is your next stop. The previously entered data will be displayed.
  - o If no data is displayed please follow the directions found in the second statement.
    - ▪ "**If you have not already completed the PI-1547SS, please exit this report and complete that report first as the data will be used later in this report.**"
    - ▪ This will require a direct contact with Bruce W. Anderson to arrange for the PI-1547SS (2013 summer school) portal to be opened.
      - • Bruce.Anderson@dpi.wi.gov
- **Pupils Transported during the Regular School Year** is your next stop.
  - o The curser is in place to start entering your data. Use the **"tab"** key to advance from cell to cell. It will advance you though each data cell for possible data entry.
  - o If you see this statement at the bottom of the chart. *** The categories for 0-2 miles (hazardous) have been disabled because the district does not have a hazardous plan filed with DPI.**

- When you attempt to enter a value it will not be recorded, "Tab" through these cells.
- Districts that recently submitted Unusually Hazardous Transportation (UHT) plans may need to edit their report after the plan has been formally approved.
  - If the **"Enter"** key is used, you will move next page.
  - The **"mouse"** can also be used to move between data cells, if your data is only going in a few of the cells.
  - Use the **"Enter"** key to advance to the next page.
- **Pupils Transported to Vocational School** page is next.
  - Few school districts will enter data on this page. If you are one, follow the same process as listed above.
  - If no data will be entered. Use the **"Enter"** key to advance to the next page.
- **Multi-Year Data Comparison - Reasonability Check** page provides you with an opportunity to compare you "Regular School Year" data with the "September Head Count" and the previous three years of data.
- **Miscellaneous** page has two questions to be answered by the District.
  - Each question may generate a response based on the answer selected.
    - "Fee" question right away
    - "Special Education" question at near the end of the process.
- The Portal will compare your new data with last year's data and if it has changed by 10% or more an **Explanation of 10% variance** page will require a response.
  - A narrative answer is required for each question.
- **Ready to Submit to DPI?** is the next page.
  - By clicking on the "Submit" button the data entries made will be submitted to DPI.
- The next page, **Data Entry Complete** indicates the report has been submitted.
  - In the yellow box a link to the **certification page**.
- The **certification page** is explained in the first sentence.
  - All of your most recent data is visible on this page.
  - Please check the name of the Administrator and the Clerk near the bottom.
    - If an error is found in either one, use the link How to **Change names on a certification page** and follow the steps required.

- In the upper right is a **Review Your Answers** link which will connect to screens that will enable navigation within the application, edits for corrections to the data, links to 'Frequently Asked Question' on transportation aid, and access to the data entered in the summer school, regular and vocational school reports.

If you have any questions or concerns as you work through the data entry through our renovated portal please email either of the following addresses.

Bruce.Anderson@dpi.wi.gov
dpifin@dpi.wi.gov